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12 February 1987

MEMORANDUM FOR: Deputy Director of Personnel for
Policy, Analysis and Evaluation

VIA: Director of Training and Education

FROM:

SUBJECT: Request to Restore Forfeited Annual Leave -

1. It is requested that approval be granted to restore 120 hours of forfeited annual leave for

2. is an Instructor assigned to the Office of Training and Education. Due to an Exigency of the Public Business which was declared by the Director of Training and Education on 8 August 1986, was unable to utilize his annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements

3. In view of the above, it is requested that 120 hours of annual leave be restored for. A copy of his leave request and subsequent denial is attached.

Attachments:

- A - Memo
- B - Earnings and Leave Statement
- C - Application for Leave and Disapproval

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CONCUR :

Date

Date _____

1. -

DA/OTE [REDACTED] :ss (12Feb87)